

Command Policy

SE INSPECTON CHECKLISTS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This checklist implements AFSOCI 90-205 and reflects AFSOC requirements for managers to prepare for and conduct internal reviews in the functional area of SE. This checklist does not apply to the Air Reserve Component.

1. General. The tables below list items for inclusion in unit self-inspection programs for the SE F/G/W functional areas. These checklists are guides only. Units may use these checklists in whole or produce tailored checklists with additional items to meet mission needs. Units should contact the OPR of this checklist to recommend changes.

Table 1. Flight Safety Checklist.

MISSION STATEMENT: To manage loss of Air Force resources and to protect Air Force aircrews from occupational deaths and injuries by mitigating risks.			
SECTION 1: COMMAND SUPPORT:			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Wing/Group Commander:			
1.1.1.1. Has the Wing Commander integrated safety policy and Risk Management into all on-duty operations and off-duty activities? (AFI 90-901, para)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Wing/Group Commander			
1.2.1.1. Has the wing commander published a safety policy letter? (AFI 91-202, AFSOC Sup 1, para 1.8.11)			
1.2.1.2. Has management of all safety activities been combined in one safety office? (AFI 91-202, para 2.1)			
1.2.1.3. Is the wing/base Chief of Safety (COS) directly responsible to the commander? (AFI 91-202, para 2.1)			
1.2.1.4. Does the commander appoint highly qualified and motivated individuals to safety positions? (AFI 91-202, AFSOC SUP 1, para 2.1.2.1)			
1.2.1.5. Does the commander make functional managers and supervisors responsible for correcting safety deficiencies in their areas, rather than the safety staff? (AFI 91-202, para 2.3.1)			
1.2.1.6. Does the commander relieve safety people from additional duties or details, which would adversely affect their ability to perform safety duties? (AFI 91-202, AFSOC SUP 1, para 2.3)			
1.2.1.7. Has an installation safety council been formed (maybe in conjunction with the Occupational Safety and Health Council)? (AFI 91-202, para 2.7.1)			
1.2.1.8. (Tenant units only) Does the commander participate in the host safety council? (AFI 91-202, para 2.7.1)			

1.2.1.9. Does the commander present his mishap prevention policy to unit personnel semiannually? (AFI 91-202, AFSOC SUP 1, para 1.8.11)			
1.2.1.10. Are the recommended functional areas regularly represented at the safety council meetings? (AFI 91-202, para 2.7.1)			
1.2.2. Mishap prevention data analysis.			
1.2.2.1. Has the safety staff developed a method of analyzing data useful in mishap prevention considering the following principles? (AFI 91-202, para 5.5)			
1.2.2.1.1. Does it help identify problem areas and trends, and measure safety program effectiveness?			
1.2.2.1.2. Is it periodically reviewed to allow unproductive efforts to be dropped and new efforts added?			
1.2.2.1.3. Is it based on available analyzable data?			
Is it directed at problems that exist at the wing/base level?			
1.2.2.1.4. Does it overtax the capabilities of the staff or detract from other needed work?			
1.2.3. Contingency/exercise planning.			
1.2.3.1. Do wings with mobility/exercise responsibilities maintain a safety mobility kit? (AFI 91-202, AFSOC SUP 1, para 2.4.3)			
SECTION 2: ORGANIZATION, MANNING, AND ADMINISTRATION:			
2.1. CRITICAL ITEMS:	YES	NO	N/A
NONE			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Unit manning document (UMD) flight safety officer (FSO) qualifications.			
2.2.1.1. Does the UMD FSO have at least six years rated experience? (AFI 91-202, AFSOC SUP 1, para 2.1.2.1)			
2.2.1.2. Is the UMD FSO a former evaluator, current evaluator, or at least instructor qualified? (AFI 91-202, AFSOC SUP 1, para 2.1.2.1)			
2.2.1.3. Does UMD FSO mission ready in unit aircraft? (AFI 91-202, AFSOC SUP 1, para 2.1.2.1)			
2.2.2. Additional duty FSO qualifications and training (subordinate flying units).			
2.2.2.1. Do newly appointed additional duty FSOs serve for at least one year? (AFI 91-202, AFSOC SUP 1, para 2.1.2.2)			
2.2.2.2. Is the additional duty FSO/Chief of Safety at least instructor qualified? (AFI 91-202, AFSOC SUP 1, para 2.1.2.2)			
2.2.2.3. Does additional duty FSO have at least six years rated experience and maintain mission ready status? (AFI 91-202, AFSOC SUP 1, para 2.1.2.2)			
2.2.2.4. Is safety training completed within 30 days after being assigned as collateral duty FSO? (AFI 91-202, AFSOC SUP 1, para 6.2)			
2.2.3. Aircraft mishap investigation kit.			
2.2.3.1. Does wing with host base flight safety responsibility maintain an adequate aircraft mishap investigation kit? (AFI 91-202, AFSOC SUP 1, para 2.4.3)			
2.2.3.2. (Wing only) Is a safety mobility kit maintained (separate from the mishap investigation kit)? (AFI 91-202, AFSOC SUP 1, para 2.4.3)			
2.2.4. ALSAFECOM and AFSOCSAFECOM messages.			
2.2.4.1. Does Chief of Safety review ALSAFECOM and AFSOCSAFECOM messages? (AFI 91-202, para 5.2.3)			
2.2.4.2. Does Chief of Safety ensure ALSAFECOM and AFSOCSAFECOM messages are sent to agencies and units that need to take action? (AFI 91-202, para 5.2.3)			
2.2.4.3. Does the safety staff keep a file of ALSAFECOM messages that apply to their			

unit? (AFI 91-202, para 5.2.3)			
2.2.4.4. Is each ALSAFECOM and AFSOCSAFECOM message annotated to show unit actions taken? (AFI 91-202, para 5.2.3)			
2.2.4.5. Is documentation maintained showing the distribution/action taken for each ALSAFECOM and AFSOCSAFECOM message? (AFI 91-202, para 5.2.3 and AFSOC SUP 1, para 5.2.2)			
2.2.5. Mishap, safety inspection, and hazard report follow-up			
2.2.5.1. Is AFSOC Form 51 or computer-generated substitute, Safety follow-up/Closeout Action, used to show follow-up actions on open mishap, safety inspection, and hazard report recommendations? (AFI 91-202, AFSOC SUP 1, para 2.5.2)			
2.2.6. Vehicle and communication.			
2.2.6.1. Does FSO have a two-way radio equipped vehicle available to move freely around ramps, taxiways, and runways, while accomplishing safety duties? (AFI 91-202, para 2.4.1)			
2.2.6.2. (Wing only) Does ground and explosives safety staff have a dedicated vehicle? (AFI 91-202, AFSOC SUP 1, para 2.4.1)			
2.2.7. Safety awards			
2.2.7.1. Has the FSO established sufficient coordination with flying organizations to ensure that all eligible individuals are nominated for safety awards? (AFI 36-2833, AFSOC SUP 1, para 1.2)			
2.2.7.2. Has unit FSO submitted unit's Mishap-Free Flying Hours for the year to HQ AFSOC/SEF by 31 October? (AFI 36-2833, AFSOC SUP 1, 89.3)			
2.2.7.3. Has unit been nominated for all eligible awards? (AFI 36-2833, AFSOC SUP 1, 11.2)			
SECTION 3: INSPECTION EVALUATION, AND STAFF ASSISTANCE:			
3.1. CRITICAL ITEMS:	YES	NO	N/A
NONE			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. High interest areas (if applicable).			
3.2.1.1. Has safety staff designated high interest areas in writing? (AFI 91-202, AFSOC SUP 1, para 3.1)			
3.2.1.2. Are high interest areas spot inspected monthly? (AFI 91-202, para 3.1)			
3.2.1.3. Are high interest areas inspected annually during facility and work area inspection? (AFI 91-202, para 3.1)			
3.2.2. Spot inspections			
3.2.2.1. Are spot inspections conducted on a no-notice basis? (AFI 91-202, para 3.1.4.1)			
3.2.2.2. Are spot inspections properly documented in a log? (AFI 91-202, AFSOC SUP 1, para 3.1.)			
3.2.2.3. Is a method designed to ensure spot inspection coverage of all base areas, including activities, which operate around the clock and other than normal duty hours? (AFI 91-202, AFSOC SUP 1, para 3.1.2)			
3.2.2.4. Do all full-time safety staff members actively participate in the spot inspection program? (AFI 91-202, AFSOC SUP 1, para 3.1.1)			
3.2.2.5. Are safety personnel trained or task qualified to conduct spot inspections? If not, do they augment inspections to receive on-the-job training? (AFI 91-202, para 3.1.1)			
3.2.3. Program evaluations			
3.2.3.1. Are flight safety program evaluations of subordinate units conducted at least once every year? (AFI 91-202, para 7.2.1)			
3.2.4. Evaluation reports.			

3.2.4.1. Is a written report for each safety program evaluation prepared? (AFI 91-202, para 3.2.3)			
3.2.4.2. Is a copy of the evaluation report sent to the Commander and safety staff of organization evaluated? (AFI 91-202, para 3.2.3)			
3.2.4.3. Does the evaluation report contain the required information? (AFI 91-202, AFSOC SUP 1 para 3.3.3)			
3.2.4.3.1. Organization evaluated			
3.2.4.3.2. Date of evaluation			
3.2.4.3.3. Exceptional achievements noted			
3.2.4.3.4. Deficiencies noted			
3.2.4.3.5. Recommendations			
3.2.4.3.6. Reply suspense			
3.2.5. Staff assistance.			
3.2.5.1. Has a staff assistance visit been conducted by AFSOC safety staff within past 24 months? (AFI 91-202, AFSOC SUP 1, para 3.4)			
SECTION 4: MISHAP RESPONSE:			
4.1. CRITICAL ITEMS	YES	NO	N/A
NONE			
4.2. NON-CRITICAL ITEMS	YES	NO	N/A
4.2.1. Mishap notification			
4.2.1.1. Have procedures been established to make sure safety staff is promptly advised of a mishap? (AFI 91-202, para 7.4)			
4.2.1.2. Are supervisors aware of emergency response agencies and command and control elements to notify in the event of a mishap? (AFI 91-202, para 7.4)			
4.2.1.3. Is safety office a part of secondary crash circuit? (AFI 91-202, para 7.4)			
4.2.2. Mishap response plan			
4.2.2.1. Does unit have a mishap response plan? (AFI 91-202, para 7.4)			
4.2.2.2. Does mishap response plan adequately address required subject areas? (AFI 91-202, para 7.4)			
4.2.2.2.1. Responsibilities			
4.2.2.2.2. Investigation organization			
4.2.2.2.3. Notification procedures			
4.2.2.2.4. Investigation support			
4.2.2.2.5. Initial investigation			
(NOTE: Items 4.2.2.3-6 are for base host flight safety.)			
4.2.2.3. Does base mishap response plan show ways of responding to mishap involving personnel or equipment of another US military service or government agency?			
4.2.2.4. Does base mishap response plan show ways of responding to mishaps involving NATO aircraft, if applicable?			
4.2.2.5. Does base mishap response plan show ways of responding to mishaps involving civil aircraft other than Air Force aero club aircraft?			
4.2.2.6. Does base mishap response plan show ways of responding to mishaps involving aero club aircraft?			
SECTION 5. HAZARD REPORTING			
5.1. CRITICAL ITEMS	YES	NO	N/A
NONE			
5.2. NON-CRITICAL ITEMS	YES	NO	N/A
5.2.1. Reporting procedures.			

5.2.1.1. Does the unit have a hazard reporting/abatement program? (AFI 91-202, para 4.1)			
5.2.1.2. Are hazard reports (HR) which cannot be resolved at unit level forwarded to next higher safety office for action? (AFI 91-202, AFSOC SUP 1, para 4.4.2)			
5.2.1.3. Does safety staff evaluate HRs to determine validity and if immediate corrective action is required? (AFI 91-202, para 4.3.4)			
5.2.1.4. Does safety staff assign a risk assessment code (RAC) (not required for flight mishaps) and control number to each valid HR? (AFI 91-202, para 4.3.5)			
5.2.1.5. Does safety staff complete part II, Summary of Investigation, of HR and forward to individual responsible for corrective action? (AFI 91-202, para 4.3.5.1)			
5.2.1.6. Is part II of HR, Action Taken, completed by responsible individual within 10 days and returned to safety office for monitoring? (AFI 91-202, para 4.3.5.3)			
5.2.1.7. Is originator of HR informed of action being taken? (AFI 91-202, para 4.3.5.4)			
5.2.1.8. Is originator of HR informed of completed action within 10 days after closeout of HR? (AFI 91-202, para 4.3.5.4)			
5.2.1.9. Does safety office document reviews and other staff actions on HRs on AFSOC Form 51 or equivalent? (AFI 91-202, AFSOC SUP 1, para 2.5.2)			
5.2.2. Program promotion.			
5.2.2.1. Are AF Forms 457, "USAF Hazard Reports," readily available to all personnel? (AFI 91-202, para 4.5)			
5.2.2.2. When a hazard report is submitted, is the safety office prompt in responding to the originator, whether or not the hazard is valid? (AFI 91-202, para 4.3.4)			
5.2.2.3. Is the originator given follow up reviews on actions taken to correct the hazard? (AFI 91-202, AFSOC SUP 1 para 4.3.5.4)			
SECTION 6. MISHAP PREVENTION INFORMATION:			
6.1. CRITICAL ITEMS	YES	NO	N/A
NONE			
6.2. NON-CRITICAL ITEMS	YES	NO	N/A
6.2.1. Protection of "For Official Use Only" (FOUO) and privileged/limited-use reports.			
6.2.1.1. Are privileged/limited-use reports used within the Air Force for mishap prevention purposes only? (AFI 91-202, para 5.1.)			
6.2.1.2. Are requests from individuals or agencies outside the Air Force for disclosure of privileged/limited-use Air Force mishap information forwarded to HQ AFSC/JA? (AFI 91-204, para 2.3.3.1) (How many have been received? IG INFO ONLY)			
6.2.1.3. Are limited-use message reports marked with the appropriate privileged/limited-use statement after the subject line? (AFI 91-204, para 5.2.3.2)			
6.2.1.4. When mishap prevention goals can be met without disclosing privileged information, is privileged information sanitized prior to distribution or briefing? (AFI 91-204, para 2.3.6.1.1)			
6.2.1.5. Is sanitized mishap information prepared IAW current directives? (AFI 91-204, para 2.3.6.1.1.2)			
6.2.1.6. When copying sanitized message reports or extracts of formal reports are markings identifying the documents as limited-use and FOUO also removed? (AFI 91-204, para 2.3.6.1.2)			
6.2.1.7. Does the safety officer work closely with the commander and public affairs officer in providing only factual mishap information to the media when requested? Is privileged information protected? (Host base only) (AFI 91-204, 2.3.5.2)			
6.2.2. Flight safety meetings and minutes.			
6.2.2.1. Does the unit conduct periodic safety meetings? (AFI 91-202, para 5.4.1)			
6.2.2.2. Does the directive setting up the meeting give the objectives, time, location, and who will attend? (AFI 91-202, para 5.4)			
6.2.2.3. Does the Commander, supervisor, or appropriate functional manager chair the meeting with the safety staff acting as facilitator or advisor? (AFI 91-202, AFSOC SUP 1			

para 5.4) 6.2.2.4. Are meetings held when most people can attend? (AFI 91-204, AFSCOC SUP 1 para 5.4) 6.2.2.5. Is attendance taken during the meeting? 6.2.2.6. Are meeting minutes published and posted in the Flight Crew Information File (FCIF) for all aircrew members to review? (AFI 91-202, AFSOC SUP 1, para 5.4.2)			
6.2.3. Briefing items. 6.2.3.1. Do commanders personally present their mishap prevention policy directly to aircrews at least semiannually? (AFI 91-202, AFSOC SUP 1, para 1.8.11) 6.2.3.2. Are the following briefed annually? (AFI 91-202, AFSOC SUP 1, para 5.4.1) 6.2.3.2.1. Mishap Reporting Procedures 6.2.3.2.2. Hazard Reporting Procedures 6.2.3.2.3. HATR Reporting Procedures 6.2.3.2.4. MACA 6.2.3.2.5. Seasonal Weather Concerns 6.2.3.2.6. BASH 6.2.3.2.7. Flight Surgeon Brief 6.2.3.2.8. Concept of Confidentiality 6.2.3.2.9. Concept of Privileged Information 6.2.3.3. Is everyone with access to limited-use safety information briefed annually on the privilege, limited-use, and proper handling aspects of mishap messages and reports? (AFI 91-204 para 2.3.1.1)			
SECTION 7. PROGRAM MANAGEMENT:			
7.1 CRITICAL ITEMS	YES	NO	N/A
NONE			
7.2 NON-CRITICAL ITEMS	YES	NO	N/A
7.2.1. Monitoring flight-related operations/facilities. 7.2.1.1. Does the FSO monitor or spot inspect flight-related facilities or operations to assist supervisors and develop personal knowledge and experience? (AFI 91-202, para 7.3) 7.2.1.2. In addition to the basic list of areas to monitor, does the FSO also monitor weather and air traffic control/flight facilities, procedures, and problem areas? (AFI 91-202, AFSOC SUP 1, para 7.3.2.2 (Added)) 7.2.1.3. When monitoring airfield facilities, does the FSO include helicopter-landing pads, auxiliary fields, and landing zones used on a regular basis by unit aircraft? (AFI 91-202, AFSOC SUP 1, para 7.3.2.1) 7.2.1.4. Has the FSO reviewed or helped develop plans and procedures for handling problems involving aircraft emergencies? (AFI 91-202, para 7.4) 7.2.1.5. Does the FSO work closely with maintenance quality assurance (QA) to monitor the following? (AFI 91-202, para 7.5) 7.2.1.5.1. Debriefing procedures 7.2.1.5.2. Functional check flight procedures 7.2.1.5.3. QDR system 7.2.1.5.4. QA inspection analysis 7.2.1.5.5. Flight safety information use in maintenance training 7.2.1.5.6. Distribution of safety publications 7.2.1.5.7. Aircraft marshalling, fueling, towing procedures 7.2.1.5.8. Ground engine run training procedures 7.2.1.5.9. FOD prevention program and procedures 7.2.1.6. Does the FSO monitor routine airfield maintenance and major construction projects? (AFI 91-202, para 7.9)			
7.2.2. Mishap board training.			

7.2.2.1. Does the FSO ensure that people identified to serve as basic aircraft mishap investigation board members are qualified and trained to perform board duties? (AFI 91-202, para 7.6)			
7.2.2.2. Is a roster of trained and available board members forwarded to AFSOC semi-annually? (AFI 91-202, AFSOC SUP 1, para 7.6.1)			
7.2.3. HATR program			
7.2.3.1. Does the FSO ensure forms are available to aircrews at base and squadron operations and in trip kits? (AFI 91-202, para A3.3.2.2.2)			
7.2.3.2. Does the safety office receiving the HATR determine and notify, within 24 hours, the safety office responsible for the investigation? (AFI 91-202, para A3.3.1)			
7.2.3.3. Does the investigating safety office maintain a corrective action folder on each HATR received? (AFI 91-202, para A3.5)			
7.2.3.4. Does the safety office receiving a HATR send the investigating safety office and safety office of the originator's home station a copy of the AF Form 651 within 24 hours of receipt? (AFI 91-202, para A3.3.4)			
7.2.3.5. Does the investigating safety officer notify the proper agencies to conduct the investigation? (AFI 91-202, para A3.3.2)			
7.2.3.6. Does the investigating safety office assign a report identifier and send a preliminary report within 10 workdays of the occurrence? (AFI 91-202, para A3.5.1.1)			
7.2.3.7. Are final HATR reports sent within 10 days of occurrence? (AFI 91-202, para A3.5.1.3)			
7.2.3.8. If HATR investigations are not complete within 10 days, does the investigating safety officer send a supplemental report indicating current status and estimated completion date? (AFI 91-202, para A3.5.1.4)			
7.2.3.9. Are HATR reports involving civil aircraft or air traffic facilities sent to appropriate FAA representatives for investigation? (AFI 91-202, para A3.5.1.2.3)			
7.2.3.10. Are completed HATR packages maintained and disposed of IAW AFMAN 37-139?			
7.2.3.11. Does the investigating safety office notify the originator's unit of corrective action taken or recommended? (AFI 91-202, para A3.5.2.2)			
7.2.4. Midair Collision Avoidance Program (MACA).			
7.2.4.1. Does the FSO work closely with MAJCOM OPR, Chief of Air Traffic Control Operations Officer (CATCO), Airfield Operations Flight Commander, Airspace Manager and local Flight Standards District Officer (FSDO) to affect a comprehensive midair collision avoidance program (MACA)? (AFI 91-202, para 7.10)			
7.2.4.2. Do tenant unit FSOs actively participate in the host base MACA program? (AFI 91-202, AFSOC SUP 1, para 7.10)			
7.2.5. Flight Safety Guidance Package.			
7.2.5.1. Does the guidance package include the applicable tabs?			
7.2.5.2. Is it simple, yet detailed enough to allow a novice to complete the specific functions/tasks for the unit?			
7.2.6. FSO Attendance Flight-Related Activities Meetings.			
7.2.6.1. Does the FSO attend safety-related meetings? (AFI 91-202/AFSOC Sup 1, para 7.12.1,2,3 (Added))			
7.2.6.1.1. Air Traffic Control Board			
7.2.6.1.2. Foreign Object Damage Prevention Committee			
7.2.6.1.3. Standardization Evaluation and Training Review			
7.2.6.1.4. Aircraft Configuration Control Board			
7.2.6.1.5. Aircrew Certification Board			
7.2.7. BASH program			

7.2.7.1. Does the safety office attend BHWG meetings on base?			
7.2.7.2. Does the squadron/wing FSO record nondamaging birdstrikes using AF Form 853 and send them to HQ AFSA/SEFW semiannually (15 Apr and 15 Oct), including negative reports? (AFI 91-202, para 7.11)			
7.2.7.3. Has a BASH program been established as required by AFI 91-202, para 7.11.1.4.1.			
SECTION 8 MISHAP PREVENTION INFORMATION:			
8.1. CRITICAL ITEMS	YES	NO	N/A
NONE			
8.2. NON-CRITICAL ITEMS	YES	NO	N/A
8.2.1. Mishap follow-up/closeout actions.			
8.2.1.1. Are aircraft mishap reports (preliminary/supplemental/final) submitted in a timely manner, in the format required and with all required information? (AFI 91-204, para 5.4.2 thru 5.4.4)			
8.2.1.2. Is a case folder established for each reportable flight mishap? (Except in squadrons collocated with wing) (AFI 91-204, AFSOC SUP 1)			
8.2.1.3. Does mishap case folder contain all formal correspondence relating to the mishap? (AFI 91-204, AFSOC SUP 1)			
8.2.1.4. Are open mishap case folders reviewed at least every 30 days until transmittal of final message report? (AFI 91-204, AFSOC SUP 1)			
8.2.1.5. Are open mishap case folders reviewed at least every 180 days after transmittal of final message report until closeout of corrective actions? (AFI 91-204, AFSOC SUP 1)			
8.2.1.6. Is final closeout of mishap case folders predicated on adequacy of corrective action? (AFI 91-204, AFSOC SUP 1)			
8.2.2. Product Quality Deficiency Reports (QDRs) associated with flight mishaps.			
8.2.2.1. Does SE coordinate on PQDRs submitted as a result of a mishap? (AFI 91-204, AFSOC SUP 1)			
8.2.3. Mishap messages. (91-204, chap 7)			
8.2.3.1. Are mishap messages timely and properly formatted IAW AFI 91-204?			
8.2.3.2. Are addressees correct for the type mishap?			
8.2.3.3. Do air refueling mishap reports follow the guidance in AFI 91-204?			
8.2.3.4. Do mishap messages clearly report the facts, findings, and recommendations?			

Table 2. GROUND SAFETY Checklist.

MISSION STATEMENT: . To manage loss of Air Force resources and to protect Air Force people from occupational and non-occupational deaths, injuries, or illnesses by managing risks.			
SECTION 1: Command Support:			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Has the wing commander integrated safety policy and Risk Management into all on-duty operations and off-duty activities? (AFI 91-202, para 1.8.11)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Wing/Group Commander			
1.2.1.1. Has the wing commander published a safety policy letter? (AFI 91-202, AFSOC Sup 1, para 1.8.11.10)			
1.2.1.2. Is there a record of initial Risk Management Training maintained? (AFI 91-202, AFSOC Sup 1, para 1.1 [Added])			
1.2.1.3. Has management of all safety activities been combined in one safety office? (AFI 91-202, para 2.1)			
1.2.1.4. Is the Chief of Safety (COS) directly responsible to the commander? (AFI			

91-202, para 2.1) 1.2.1.5. Are highly motivated individuals appointed to Unit Safety Representative (USR) positions? (AFI 91-202, AFSOC Sup 1, para 2.1.2) 1.2.1.6. Does the commander make functional managers/supervisors responsible for correcting safety deficiencies in their areas, rather than the safety staff? (AFI 91-202, para 2.3) 1.2.1.7. Does the commander relieve safety personnel from additional duties that adversely affect their ability to perform safety duties? (AFI 91-202, para 2.1) 1.2.1.8. Is there an Occupational Safety and Health Council? (AFI 91-202, para 4.1) 1.2.1.9. (Tenant units only) – does the commander participate in the host base safety council? (AFI 91-301, para 14.12) 1.2.1.10. Does the commander present his mishap prevention policy to unit personnel semiannually? (AFI 91-202, AFSOC Sup 1, para 1.8.11.2) 1.2.1.11. Does the unit maintain safety bulletin boards? (AFI 91-202, AFSOC Sup 1, para 5.4.3 [Added])			
1.2.2. Mishap Prevention Data Analysis. 1.2.2.1. Has the safety staff developed a method of analyzing data useful in mishap prevention considering the following principles? (AFI 91-202, para 5.5) 1.2.2.1.1. Does it help identify problem areas and trends, and measure safety program effectiveness? 1.2.2.1.2. Is it periodically reviewed to allow unproductive efforts to be dropped and new efforts added? 1.2.2.1.3. Is it based on all available analyzable data (reportable and non-reportable)? 1.2.2.1.4. Is it directed at problems that exist at the wing/group level? 1.2.2.1.5. Does it overtax the capabilities of the staff or detract from other needed work? 1.2.2.2. Are trend analyses of unit mishap statistics prepared for study? (AFI 91-202, para 5.5)			
SECTION 2: ORGANIZATION, MANNING, AND ADMINISTRATION:			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Does the host base Ground Safety Manager serve as the focal point for the Confined Space Program and ensure requirements are completed? (AFOSHSTD 91-25, para 2.7) 2.1.2. Does the Ground Safety Manager assist the Chief of Safety serving as focal point for the Personal Protective Equipment program? (AFOSHSTD 91-31, para 2.9)			
2.2. NON-CRITICAL ITEMS	YES	NO	N/A
2.2.1. Deployment preparation. 2.2.1.1. Is a safety mobility kit maintained separate from the mishap investigation kit? (AFI 91-202, AFSOC Sup 1, para 2.4.3.1 [Added]) 2.2.1.2. Are Host Tenant Agreements on file/available? (AFI 91-202, para 8.1.3)			
2.2.2. ALSAFECOM and AFSOCSAFECOM messages. 2.2.2.1. Does the Chief of Safety review ALSAFECOM and AFSOCSAFECOM messages? (AFI 91-202, para 5.2.3) 2.2.2.2. Does the Chief of Safety ensure ALSAFECOM and AFSOCSAFECOM messages are sent to agencies and units that need to take action? (AFI 91-202, para 5.2.3) 2.2.2.3. Does the safety staff keep a file of ALSAFECOM messages that apply to their unit? (AFI 91-202, par 5.2.3) 2.2.2.4. Is documentation maintained showing the distribution/action taken for each ALSAFECOM and AFSOCSAFECOM message? (AFI 91-202, para 5.2.3 and AFSOC Sup 1, para 5.2.2.1)			

2.2.3. Mishap, Safety Inspection, and Hazard Report Follow-up.			
2.2.3.1. Is AFSOC Form 51, <i>Safety Follow-up/Closeout Action</i> , or a computer-generated substitute used to show follow-up actions on open mishap, safety inspection, and hazard report recommendations? (AFI 91-202, AFSOC Sup 1, para 2.5.2)			
2.2.3.2. Does AFSOC Form 51 show data of each follow-up, a summary of actions taken, who took the action, and suspense for future actions? (AFI 91-202, para 2.5.2)			
2.2.4. Vehicle and Communication			
2.2.4.1. Is there a radio-equipped vehicle available to move freely around ramps, taxiways, and runways, while accomplishing safety duties? (AFI 91-202, para 2.4.1)			
2.2.5. Safety Awards			
2.2.5.1. Has the Chief of Safety established sufficient coordination with organizations to ensure that all eligible individuals are nominated for safety awards under the provisions of AFI 36-2833, as supplemented?			
2.2.6. Programs			
2.2.6.1. Has the host Ground Safety Manager established an installation local traffic safety education program? (AFI 91-207, para 1.3.1)			
2.2.6.2. Does the host wing safety staff develop and conduct the installation Supervisors Safety Training Program? (AFI 91-301, para 2.9.19)			
SECTION 3: INSPECTION, EVALUATION, AND STAFF ASSISTANCE:			
3.1. CRITICAL ITEMS	YES	NO	N/A
3.1.1. Are lockout/tagout programs inspected annually? (AFOSHSTD 91-45, para 5.9)			
3.2. NON-CRITICAL	YES	NO	N/A
3.2.1. Are ground safety program inspections/assessments of subordinate units (including GSUs) conducted? (AFI 91-202, paras 3.2, 3.3, and 3.4)			
3.2.2. Is a copy of the inspection/assessment report sent to the commander and safety staff of the organization? (AFI 91-202, paras 3.1.4.4 and 3.3.4)			
3.2.3. Do inspection reports contain the required information? (AFI 91-202, para 3.1.4.4)			
3.2.4. Do assessment reports contain the required information? (AFI 91-202, AFSOC Sup 1, para 3.2.2 [Added])			
3.2.4.1. Exceptional achievements noted			
3.2.4.2. Deficiencies noted			
3.2.4.3. Recommendations			
3.2.4.4. Reply suspense			
3.2.5. Are administrative area inspection reports, conducted by USRs, that contain safety discrepancies routed through the safety staff? (AFI 91-202, AFSOC Sup 1, para 3.1.4.4 [Added])			
3.2.6. Are inspection report discrepancies closed after entry into the hazard abatement plan? (AFI 91-301, para 18.5.1)			
3.2.7. Has the safety staff designated high interest areas in writing? (AFI 91-202, AFSOC Sup 1, para 3.1)			
3.2.8. Are high interest areas spot inspected monthly? (AFI 91-202, para 3.1)			
3.2.9. Has the Chief of Safety ensured that around-the-clock operations are surveyed at other times than normal duty hours? (AFI 91-202, para 3.1.2)			
3.2.10. Do spot inspection logs identify the inspector, the person contacted, the location, the date of inspection, the hazards noted, the Risk Assessment Code (as applicable), and corrective/recommended actions (as applicable)? (AFI 91 202, AFSOC Sup 1, para 3.1)			
3.2.11. Are local inspection checklists current, pertinent to the mission, and made available to the activities' supervisors? (AFI 91-202, para 3.1.4.3)			

SECTION 4: MISHAP:			
4.1. CRITICAL ITEMS	YES	NO	N/A
NONE			
4.2. NON-CRITICAL ITEMS	YES	NO	N/A
4.2.1. Response			
4.2.1.1. Have procedures been established to ensure timely notification to the safety staff of a mishap? (AFI 91-202, AFSOC Sup 1, para 2.5.3 [Added], and AFI 91-204 AFSOC Sup 1 paras 4.3)			
4.2.1.2. Are notifications to AFSOC Safety made within prescribed time requirements? (AFI 91-204, AFSOC Sup 1, para 4.3.1.4 [Added])			
4.2.2. Reporting			
4.2.2.1. Are mishap reports timely and properly formatted, with all required information? (AFI 91-204, Chap 11)			
4.2.2.2. Are addresses correct for the type of mishap? (AFI 91-204, Table 11.2, and AFSOC Sup 1)			
4.2.2.3. Are findings and causes properly identified and written as a single condition, in clear and simple statements? (AFI 91-204 paras 5.8 and 5.9)			
4.2.2.4. Does mishap case folder contain all formal correspondence relating to the mishap? (AFI 91-204, AFSOC Sup 1, para 1.2.7 [Added])			
4.2.2.5. Are open mishap case folders reviewed at least every 30 days until transmittal of the final message report? (AFI 91-204, AFSOC Sup 1, para 6.11.1.1)			
4.2.2.6. Are open mishap case folders reviewed at least semi-annually after transmittal of final message report until closeout of corrective actions? (AFI 91-204, Table 4.1 and AFSOC Sup 1, para 6.11.1.1)			
4.2.3. Protecting Information			
4.2.3.1. Is everyone with access to limited-use safety information briefed annually on the privilege, limited-use, and proper handling aspects of ground (Aircraft Involvement) mishap messages and reports? (AFI 91-202, para 5.1.1)			
4.2.3.2. Are privileged/limited-use reports used by Air Force personnel exclusively for mishap prevention purposes? (AFI 91-202, para 5.1)			
4.2.3.3. Are all requests from individuals/agencies outside the Air Force for privileged/limited-use mishap information directed to HQ AFSC/JAR? (AFI 91-204, paras 2.3.2 and 2.3.3)			
4.2.3.4. Are limited-use message reports marked with the appropriate privileged/limited-use statement after the subject line according to the latest HQ AFSC guidance? (AFI 91-204, fig 2.5)			
4.2.3.5. When mishap prevention goals can be met without disclosing privileged information, is privileged information sanitized prior to distribution or briefing? (AFI 91-204, para 2.3.6.1.1.1)			
4.2.3.6. Is sanitized mishap information prepared according to instruction? (AFI 91-204, paras 2.3.6.1.1.2 and 2.4.1.2)			
4.2.3.7. When copying sanitized message reports or extracts of formal reports, are markings identifying them as privileged or FOUO removed? (AFI 91-204 para 2.3.6.1.2)			
SECTION 5. HAZARD REPORTING.			
5.1 CRITICAL	YES	NO	N/A
NONE			
5.2. NON-CRITICAL	YES	NO	N/A
5.2.1. Reporting procedures			
5.2.1.1. Does the organization have a hazard reporting/abatement program? (AFI 91-202, para 4.1)			

5.2.1.2. Are hazard reports which cannot be resolved at the unit level forwarded to the next higher safety office for action? (AFI 91-202, AFSOC Sup 1, para 4.2.2)			
5.2.1.3. Does the safety staff evaluate HRs to determine validity and if immediate corrective action is required? (AFI 91-202, para 4.3.2)			
5.2.1.4. Does the safety staff assign a Risk Assessment Code (RAC) and a control number to each valid HR? (AFI 91-202, para 4.3.5)			
5.2.1.5. Does the safety staff complete part II, Summary of Investigation, of HR and forward to the office responsible for corrective action? (AFI 91-202, para 4.3.5)			
5.2.1.6. Is part II, Action Taken, completed and returned to the safety office within 10 days? (AFI 91-202, para 4.3.5)			
5.2.1.7. Is the originator of the HR kept informed of the status of the HR within the time requirements of AFI 91-202, para 4.3.5?			
SECTION 6. GROUND SAFETY MEETINGS			
6.1. CRITICAL ITEMS	YES	NO	N/A
NONE			
6.2. NON-CRITICAL ITEMS	YES	NO	N/A
6.2.1. Does the organization conduct periodic safety meetings? (AFI 91-202, para 5.4)			
6.2.2. Does the commander, supervisor, or functional manager chair the meeting with the safety staff acting as facilitator or advisor? (AFI 91-202, AFSOC Sup 1, para 5.4)			
6.2.3. Are meetings held when most people can attend? (AFI 91-202, AFSOC Sup 1, para 5.4)			
6.2.4. Is attendance taken during the meeting? (AFI 91-202, AFSOC Sup 1, para 5.4.4 [Added])			

Table 3. Weapons Safety Checklist.

MISSION STATEMENT: . Develop mishap prevention program initiatives, interpret DoD and Air Force guidance, certify new weapon systems, review and validate explosive site plans, and provide trending analysis of explosive incidents in an effort to preserve Special Operations Command resources.			
SECTION 1: COMMAND AND STAFF SUPPORT			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Is the Commander briefed on risks accepted when granting/requesting waivers, exemptions, or deviations? (AFM 91-201, para 1.5 and 5.3)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
NONE			
1.2.2. CHIEF OF SAFETY SUPPORT OF WEAPONS SAFETY PROGRAM			
1.2.2.1. Are safety personnel assigned to deployed locations familiar with explosives operations? (AFM 91-201, para 1.4.3.)			
1.2.2.2. Do Weapons Safety personnel advise the Commander on weapons safety matters? (AFI 91-202, para 10.4.)			
1.2.2.3. Do Weapons Safety personnel review and coordinate on plans and programs that affect weapons safety? (AFI 91-202, para 10.4.)			
1.2.2.4. Does the Safety Staff keep the Commander informed on safety program status? (AFI 91-202, para 1.6.11.5)			
SECTION 2: PROGRAM MANAGEMENT			
2.1. CRITICAL ITEMS:	YES	NO	N/A
NONE			
2.2. NON-CRITICAL ITEMS	YES	NO	N/A
2.2.1. FUNCTIONAL MANAGER INVOLVEMENT			

2.2.1.1. Are all personnel who work with explosives, receiving all necessary job safety training? (AFI 91-202, para 1.6.13.)			
2.2.1.2. Are local written procedures developed for all explosives operations not covered by technical orders or other suitable written instructions? (AFM 91-201, para 2.3.)			
2.2.2. UNIT INVOLVEMENT			
2.2.2.1. Have units developed a weapons safety continuity notebook? (AFSOC Sup 1, AFI 91-202, para 2.5.3)			
2.2.2.2. Do units coordinate program functions with host safety office to avoid duplication? (AFI 91-202, para 10.1.2)			
2.2.2.3. Is weapons safety training provided to unit personnel requiring training? (AFI 91-202, para 10.2.3 and 10.10.)			
2.2.3. MISHAP INVESTIGATION AND REPORTING			
2.2.3.1. Do all personnel who operate, transport, maintain, load or dispose of explosives receives initial and annual training? (AFI 91-202, para 10.10.)			
SECTION 3: PROGRAM DOCUMENTATION			
3.1. CRITICAL ITEMS	YES	NO	N/A
3.1.1. AF FORM 2047 (EXPLOSIVES FACILITY LICENSE)			
3.1.1.1. Are all non-sited explosives facilities or locations outside the explosive storage area issued an explosive license? (AFM 91-201, para 2.35.)			
3.1.1.2. Do licenses correctly reflect type, class/division, and net explosive weight (NEW) quantity of explosives? (AFM 91-201, para 2.35.1. and attach 3)			
3.1.1.3. Are quantities in excess of those needed to support requirements? (AFM 91-201, para 2.35. and 2.35.4.)			
3.1.1.4. Is the facility to be licensed physically inspected by weapons safety and a security representative and then the license coordinated with the fire department and security forces before issuance? (AFM 91-201, para 2.35.4.)			
3.1.1.5. Is the proper fire and chemical symbols displayed? (AFM 91-201, para 2.35.4.2.)			
3.1.1.6. Are explosive locations maintained with good housekeeping habits? (AFM 91-201, para 2.27.2.)			
3.1.1.7. Are licenses reviewed annually by the base explosive safety office? (AFM 91-201, para 2.35.5.)			
3.1.1.8. Is an AF Form 2047 posted in plain view at each licensed location? (AFM 91-201, para 2.35.5.)			
3.1.2. EXPLOSIVE SAFETY WAIVERS, EXEMPTIONS, AND DEVIATIONS			
3.1.2.1. Are waivers/exemptions requests submitted for QD violations? (AFM 91-201, para 5.5.1)			
3.2. NON-CRITICAL	YES	NO	N/A
NONE			
SECTION 4: INSPECTIONS			
4.1. CRITICAL ITEMS	YES	NO	N/A
NONE			
4.2. NON-CRITICAL ITEMS	YES	NO	N/A
4.2.1. SCHEDULES			
4.2.1.1. Are spot inspections conducted periodically? (AFI 91-202, para 3.1.2.)			
4.2.2. REPORTS			
4.2.2.1. Do inspection reports contain the findings and reference, cause of deficiency, recommendation for correction, and RAC if applicable? (AFI 91-202, para 3.1.4.4.)			
SECTION 5. SECTION ENGINEERING AND PLANS:			

5.1. CRITICAL	YES	NO	N/A
NONE			
5.2. NON-CRITICAL	YES	NO	N/A
5.2.1. EXPLOSIVE SAFETY SITE PLANS			
5.2.1.1. Does the safety office maintain a copy of the site plans? (AFM 37-139, Table 91-4, rule 5)			
SECTION 6. TRAINING:			
6.1. CRITICAL	YES	NO	N/A
6.1.1. COURSE CONTENT			
6.1.1.1. Is explosives safety training given to people who handle, transport, maintain, load or dispose of explosives? (AFI 91-202, para 6.10.)			
6.1.1.2. Are only approved munitions used during training exercises? (AFM 91-201, para 2.15.1.)			
6.1.2. TRAINING RECORDS			
6.1.2.1. Is explosive safety training conducted, evaluated, monitored and reviewed annually? (AFI 91-202, para 10.10.)			
6.1.2.2. Is proficiency training documented for personnel who use munitions during field training exercises? (AFM 91-201, para 2.15.2.)			
6.1.2.3. Are operators of vehicles transporting and handling explosives trained to transport explosives? (AFM 91-201, para 2.74.14.3.)			
6.2. NON-CRITICAL	YES	NO	N/A
NONE			
SECTION 7. TRANSPORTATION:			
7.1. CRITICAL	YES	NO	N/A
7.1.1. HAZARDOUS CARGO			
7.1.1.1. Are hazardous cargo operations included in spot inspections? (AFSOC Sup 1, AFI 91-202, para 10.4.10.3)			
7.1.2. EXPLOSIVES MOVEMENT ROUTES			
7.1.2.1. Have the safest possible primary and alternate explosives movement routes been established? (AFM 91-201, para 2.68.)			
7.1.3. TRANSPORTING EXPLOSIVES			
7.1.3.1. Are explosive placards being used? (AFM 91-201, para 2.71.2.1.)			
7.1.3.2. Are two serviceable 2A:10BC or greater fire extinguishers present on vehicles while transporting explosives? (AFM 91-201, para 2.74.3.1.)			
7.1.3.3. Is the explosives cargo stable and secure to the transporting vehicle before movement? (AFM 91-201, para 2.74.6.)			
NON-CRITICAL	YES	NO	N/A
NONE			
SECTION 8. FIRE PROTECTION:			
8.1. CRITICAL	YES	NO	N/A
8.1.1. PREFIRE PLANS			
8.1.1.1 Are there procedures to notify the fire department of fire/chemical hazard symbol changes? (AFM 91-201, para 2.18.3.)			
8.1.2. FIRE DEPARTMENT NOTIFICATION			
8.1.2.1. Are procedures established to notify fire department of explosive loaded aircraft unloading/down loading; i.e. any fire symbol changes? (AFM 91-201, para 2.25.7.2.)			

8.1.2.2. Are fire symbols visible from all approach roads? (AFM 91-201, para 2.25.7.)			
8.1.2.3. Are fire symbols attached to a material that is non-combustible and shaped so the fire department can determine the proper posted symbol in case heat leaves the fire symbol unrecognizable? (AFM 91-201, para 2.25.7.4.)			
8.1.3. FIRE EXTINGUISHERS			
8.1.3.1. Are two serviceable, suitable for the hazards involved, fire extinguishers available and accessible (not blocked) at each explosives storage or operating location. (AFM 91-201, para 2.22.1.)			
8.1.3.2. Are two 2A:10BC fire extinguishers present on all explosives laden vehicles? (AFM 91-201, para 2.74.3.1.)			
NON-CRITICAL	YES	NO	N/A
NONE			

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